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2005 Homeland Security Equipment Grants for Radio Communications Interoperability

Policies and Procedures

Purpose

This bulletin is to provide guidance on the Office of Justice Assistance (OJA) policies for funding communications equipment to local, tribal, and state public safety agencies for the purpose of enhancing radio (voice) communications interoperability. The purpose of the 2005 grants is to begin implementing short-term interoperability goal outlined in the 2006 Program and Capability Enhancement Plan and in the forthcoming Technical Interoperability Plan being developed by the State Interoperability Executive Council (SIEC). The State's short-term goal is to ensure all public safety agencies in the state have access to common mutual channels. These grants will fund selected repeaters, base stations, dispatch equipment, radios, and radio programming to meet this goal.

Grant Funding

Approximately \$8 million has been allocated for 2005 interoperability grants. These funds represent approximately 55% of the total amount budgeted for implementation of the short-term interoperability goal, the remainder of which has been requested as part of the states application for 2006 Homeland Security Grant Program (HSGP) funding.

Grant funds will cover up to 75% of the total cost of the equipment, up to a specific ceiling amount that depends on the particular type of equipment. The sub-grantee is responsible for paying the remaining cost of the equipment. **This is not a match requirement**, rather a requirement for a funding commitment on the part of the grantee. There are no restrictions on what funding can be used to fulfill this local commitment, with the exception that other HSGP program funds may not be used. There is no requirement for demonstration of match funds. Grantees will be reimbursed for up to 75% of the total amount, up to the maximum allowed per item, of the invoices that are submitted for payment

Grant Period

Funding under this program is available during the period specified in the grant award package that will accompany receipt of the award. Funds may not be committed by sub-grantees until a grant award is issued that is free of special conditions. All final reports, forms, and invoices must be submitted within 60 days of the close of the grant period.

Key Application Dates:

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|---|--------------|
| ✓ Deadline for submission Pre-applications for Radios
(See Application Process and Attachment D) | May 5, 2006 |
| ✓ OJA will notify applicants of pre-application approval | May 12, 2006 |
| ✓ Deadline for submission of online applications for all equipment | June 2, 2006 |

Extensions may be granted in rare and exceptional cases, i.e. when sub-grantees are experiencing long procurement delays or items are on back order, etc. Extensions may be requested by email to homeland.security@wisconsin.gov. Please reference the grant program in the subject and the grant # in the text of the email.

Eligible Applicants

Application is open to all public tribal, state, and local (city/town/village) emergency response agencies within Wisconsin operating under an elected unit of government. Agencies may apply individually or may combine their requests. Counties may apply for agencies within their jurisdictions.

Eligible Expenses

These grants will fund the following equipment purchases at up to 75% of the total cost of the equipment or the amount listed, whichever is less.

MARC Repeaters

According to the short-term interoperability goal in the forthcoming technical plan, each county should have a MARC repeater and be able to access MARC in their countywide dispatch center. Counties that do not have the following equipment are invited to apply for funding for up to 75% of the cost of the equipment up to the maximum amount listed below. See attachment A for a list of counties that are invited to apply for MARC repeaters.

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|--|----------------------|
| • MARC repeater | \$20,000 |
| • MARC base/control station or control link | \$20,000 |
| • Voting receiver system for MARC repeater | \$20,000 |
| • Upgrades to MARC repeaters to add voice identifiers and remote control features | \$1,000 |
| • Base stations/repeaters on other channels including WISPERN/IFERN and ICALL/ITAC | \$20,000 per station |

Radio Re-programming

Agencies are invited to apply for funding for up to 75% of the cost up to the maximum amount listed below to cover the re-programming of radios to include mutual aid channels. Radios must be re-programmed according to the Statewide Mutual Aid Frequency Plan available for download on the SIEC website at <http://www.siec.wi.gov/>.

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| • Re-programming of radios with more than 16 channels according to the Statewide Mutual Aid Frequency Plan to include a minimum of 10 mutual aid channels. VHF radios should include as many of the mutual aid channels as capacity allows. 800 MHz radios must include all 10 of the ICAL/ITAC1-4/D channels. | \$35 per radio |
| • Re-programming of radios with 16 channels or less according to the statewide plan to include a minimum of 5 mutual aid channels | \$20 per radio |
| • Radio programming software and cables, if purchasing the Software is more cost-effective | \$750 |

Replacement of Radios

Agencies are invited to apply for funding for up to 75% of the cost up to the maximum amount listed below to cover replacement of VHF radios with less than 16 channels that are unable to be re-programmed to include 10 mutual aid channels.

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|------------------|---------|
| • Portable Radio | \$1,250 |
| • Mobile Radio | \$1,750 |

All new radios purchased under this program must be:

- Phase I P25 compliant (see Attachment C for a definition of P25 compliance standards)
- Upgradeable to P25 trunking
- 48 channel minimum capacity
- Alphanumeric Display
- 138-174 MHz bandspread
- Programmed according to Statewide Mutual Aid Frequency Plan (available for download on the SIEC website at <http://www.siec.wi.gov/> with a minimum of 20 statewide mutual aid channels)

Radios replaced or re-programmed through this grant must be identified by a manufacture, model and serial number as they will no longer be eligible for HSGP funding for replacement or re-programming in the future (see Application Process below and Attachment D for more on the information that must be provided for radio replacement).

Resolve Mutual Aid Frequency Conflicts

Those agencies that are currently using a statewide mutual aid frequency for local radio usage are invited to apply for funding to integrate their usage into the statewide plan or move their operation to a different frequency. Grant funding will cover up to 90% of the total cost. Agencies that are eligible for funding are listed in Attachment B.

Training

Agencies that receive funding for radio replacement or re-programming are required to deliver training to users on proper mutual aid channel usage and full-functionality of the radio equipment purchased under this program. Grant funds for training may be requested for this purpose. Where applicable training must incorporate and follow the standards established by the National Incident Management System (NIMS), including the use of plain talk. Agencies that receive funding for radio replacement or re-programming may be asked to demonstrate effective delivery of training during the compliance review process for this grant.

General Equipment Guidelines

The amounts listed above are the maximum amounts that OJA will reimburse for a particular equipment item. For example, if a sub-grantee requests funding to purchase a portable radio that costs \$1,200, OJA will make the award for and reimburse at 75% of the cost, or \$900. If a sub-grantee requests funds to purchase a radio that costs \$1,800, OJA will make the award for and reimburse at the maximum of \$1,250.

Shipping, installation and maintenance are eligible expenses. These costs, along with training and programming costs, should be requested under the equipment category "Other." When reporting please separate these costs from the equipment.

Equipment requests should be appropriate for the discipline and jurisdiction, based on need, and fit within the jurisdiction's preparedness plan as well as the State Homeland Security Strategy.

Equipment under this grant should be deployed consistent with current mutual aid agreements in the jurisdiction.

All communications equipment purchased through this grant must be compliant with the ANSI/TIA/EIAA-102 Phase 1 (Project 25 or P25) suite of standards. See Attachment C for a definition of P25 compliance standards.

This policy applies to government owned or leased land mobile public safety radio equipment purchased with grant funds administered by OJA. The purpose of the policy is to ensure that public safety first responders can communicate effectively in times of emergency.

This policy does not apply to commercial services that offer other types of interoperability solutions and does not exclude any application if it demonstrates that the supplemental equipment being proposed will lead to enhanced interoperability in the short term. These standards have been developed to allow for backward compatibility with existing digital and analog systems and to provide for interoperability in future systems.

Federal funds under this award can only be used to *supplement*, not *supplant* state or local funds. (Supplanting is the replacement of state or local funds with Federal funds.) Therefore, equipment purchases or administrative/personnel costs previously planned in the agency's budget may not be included in this program.

Equipment Restrictions

Grant funds awarded under this program **may not** be used for the following:

- ✓ Construction or renovation
- ✓ Hiring of public safety personnel for the purposes of fulfilling traditional public safety duties
- ✓ Equipment or activities unrelated to the implementation of the grant program and the State Homeland Security Strategy
- ✓ Items not in accordance with the FY05 Office of Domestic Preparedness (ODP) Authorized Equipment List (AEL). The FY05 AEL is available in its entirety online through the Responder's Knowledge Base (RKB) <http://www.rkb.mipt.org>.
- ✓ Items otherwise budgeted for with local funds

All equipment purchased under this grant must be made available to other emergency response agencies statewide, as may be required for incident response purposes. Grant funds may be used to contract/pay for maintenance costs.

Any regular maintenance and/or calibration required to ensure the accuracy and dependability of the requested equipment must be coordinated in accordance with the manufacturer's recommendations and specifications.

Property Disposal or Transfer

Equipment purchased under this grant must be disposed of by following the disposal process currently in practice for each community. OJA must be notified of property disposal or transfer or ownership.

Sustainment Costs

Funds may be used for sustainment of equipment. This includes repair and replacement parts, equipment warranties and maintenance contracts for purchases made under this and any previous ODP grants. Applicants who choose to include sustainment costs should list the expenses and identified item in the justification field.

Application Procedures

1. Agencies that are requesting funding for radio replacement or radio re-re-programming must fill out the Radio Pre-Application Form in Attachment D. These forms must be completed and returned by May 5, 2006. OJA will review these pre-applications and notify applicants by May 12, 2006 as to whether or not their pre-application has been approved. Once they are approved they will be invited to complete the online application step 2.
2. Pre-applicants from step 1 that have been approved and agencies that are requesting funding for equipment other than radios or radio re-programming should complete and submit the online application available at <http://oja.wi.gov>. Detailed instructions on how to use the online application are also available on the website. This application must be submitted June 2, 2006.
3. All local, state, and tribal public safety agencies and units of government are eligible to apply. Applicants are encouraged to coordinate their activities and submit applications that reflect multi-jurisdictional, multi-disciplinary, and regional implementation plans. Applications that reflect multiple jurisdictions will need to select a lead applicant agency. This agency will have primary responsibility for submitting the application, receiving the award, and fulfilling all reporting obligations.
4. When entering the cost of the equipment, applicants should enter either 75% of the cost of the item, or the maximum cost allowed for that item listed in this bulletin, which ever is smaller, as the unit cost.
5. The Planning Committee section is not required as part of the online-submission and may be skipped.
6. After applications are reviewed, all applicants will receive email notification by the award date whether or not your application has been approved.

Application Review

Applications will be reviewed and awarded according to the following priorities:

1. MARC Repeaters
2. MARC base stations/control links
3. Funding to resolve mutual aid frequency conflict areas
4. Re-programming of radios with more than 16 channels that can accommodate a minimum of ten mutual aid channels (including programming software)
5. Re-programming of radios with 16 channels or less that can accommodate a minimum of 5 mutual aid channels
6. Replacement of radios with 8 channels or less
7. Upgrades to MARC repeaters to add voice Identifiers and DTMF remote control features to the repeater and to the control stations.
8. Base stations/repeaters on other channels including WISPERN/IFERN and ICALL/ITAC
9. Replacement of radios with less than 16 channels
10. Voting receiver system for MARC repeaters

In addition, applications from higher risk jurisdictions, jurisdictions that have demonstrated a coordinated multi-county approach to interoperability will be prioritized.

All applicants will be notified by email as to the status of their applications as soon as a tentative decision is reached. Applicants will be notified whether their application has been tentatively approved, denied, or whether an amendment is required.

Email notification of tentative approval is meant as a courtesy and does not serve as official notification of grant award. A signed award document will be mailed within a few weeks of notification, and until that time the grant is subject to re-allocation.

Decisions made by this review process may be appealed to the Executive Director of the Office of Justice Assistance.

Equipment Procurement

Grantees are strongly encouraged to use the Western States Contracting Alliance (WSCA) contract to purchase radio communications equipment. The contract includes most major manufacturers sold and used in Wisconsin, including MA/COM, Motorola, Kenwood, and EF Johnson. WSCA offers competitive pricing and the ease of a streamlined procurement process. Grantees can find the WSCA contract and pricing information at the State of Wisconsin Vendornet site at <http://vendornet.state.wi.us>.

Changes to Applications

All changes to applications, including application budgets, must receive prior approval from OJA. Submission of invoices that have not received this prior approval may result in delay or denial of payment. Changes to applications must be made by amending the online application. Instructions for amending applications can be found in the Application Instructions available on the OJA website at <http://oja.wi.gov>.

Payments and Reporting

All grant funds will be dispersed on a reimbursement basis upon submission of invoices along with appropriate reporting forms. OJA will reimburse up to 75% of the total of each invoice, with the specific reimbursement amount detailed in the grant award package. The grantee is responsible for payment of the remainder.

2005 grantees should submit a G-2 Request for Reimbursement Form with the invoices attached for reimbursement. Reimbursements can be processed as often as needed by the sub-grantee. Payments to the grantee will be made to the fiscal officer of the recipient agency. Payments to sub-recipients are the responsibility of the primary grantee.

Recipients of equipment grants are required to submit close-out forms, G-4 Termination Report and G-5 Financial Inventory Report within 60 days of the grant end date. Close-out forms are used to reconcile final expenditures and must match application budgets as well as invoices (see Changes to Applications below). Close-out reports should not be submitted until all costs have been incurred and all equipment has been received.

Funds for M & A costs will be dispersed on a reimbursement basis upon submission of Quarterly Progress Reports (QPR's) and (G-2) Request for Reimbursement Forms. The format and submission dates for these reports are detailed in the grant award package.

All forms are located at OJA's website under: <http://oja.wi.gov>.

Requests for Extensions

Extensions may be granted in exceptional cases, i.e. when sub grantees are experiencing long procurement delays or items are on back order, etc. Extensions may be requested by email to homeland.security@wisconsin.gov. Please reference the grant program in the subject and the grant # in the text of the email.

If equipment is anticipated to be backordered beyond the grant end date, please contact our office to request an extension to the grant period.

Interest and Program Income

Funds received by sub-grantees must be placed in an interest-bearing account and are subject to the rules outlined in the Uniform Rule 28 CFR Part 66, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, at http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html and the Uniform Rule 28 CFR Part 70, *Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations*, at http://www.access.gpo.gov/nara/cfr/waisidx_03/28cfr70_03.html.

The sub grantee may keep interest amounts up to \$100 per year for administrative Expenses, however, all interest earned should be reported to OJA on G-2 Request for Reimbursements and G-4 Termination Report. Please consult the *OJP Financial Guide* (see link *provided on OJA website*) or the applicable OMB Circular for additional guidance. Interest exceeding \$100 should be returned to the Office of Justice Assistance with closeout documents.

Compliance Review

The Office of Justice Assistance will conduct site visits to grantees during the grant period. At that time, all records, purchase orders, granted equipment, accounting documents, certifications and agreements are subject to review. This includes both the primary grantee (county or tribe) and the recipients of any reallocation, as conducted by the county. This site visit does not replace the A-133 single audit requirement.

Attachment A

Counties Eligible for MARC Repeater Funding

The following is a list of counties which, according to our records, do not have a MARC repeater and are eligible to apply for funding to purchase one MARC repeater for the county. This list applies to MARC repeaters only; all counties, whether or not they are listed below, are still eligible to apply the other upgrades/equipment listed in the MARC repeater section, provided they do not have that equipment. Counties that feel that they are listed/not listed below in error should contact OJA.

Adams
Ashland
Bayfield
Brown
Buffalo
Burnett
Calumet
Crawford
Door
Douglas
Fond du Lac
Grant
Green Lake
Iowa
Iron
Jefferson
Lafayette
Monroe
Polk
Richland
Rusk
Sheboygan
Vernon
Washburn
Washington
Waukesha

Attachment B

Mutual Aid Channel Conflict Areas

The following is a list of jurisdictions eligible to receive funding in order to move their local channel usage off of a statewide mutual aid frequency and onto another frequency.

153.845 MARC 1

Outagamie Co
Towns of Glenco and Arcadia (Trempealeau Co)

154.265 IFERN

Sheboygan Co – now on 800 MHz trunking
Wood Co – is planning to reprogram
Columbia Co
De Pere (Brown Co)
City of Milwaukee
Township Fire Dept (Eau Claire Co)
Montello (Marquette Co)
Marathon Co – will release the frequency for IFERN use
Poy Sippi (Waushara Co)

153.830 FG RED

Chippewa Falls
Outagamie Co
Jefferson Co
West Bend
Portage Co
Door Co
Dousman
City of Milwaukee
Village of Pewaukee – now on 800 MHz trunking
Town of Pewaukee – now on 800 MHz trunking
Eagle – now on 800 MHz trunking
Waukesha Co – now on 800 MHz trunking
St Croix Co
Hales Corners
Rudolph – is planning on re-programming
Fitchburg
Wisconsin Dells
Mt Calvary
Sawyer Co

154.280 FG WHITE

Dodge Co
Manitowoc Co
Portage Co
City of Racine
Waupaca Co
Marathon Co
Town of Sherman (Iron Co)

154.010 MARC 3 (formerly WISTAC 2)

Wood Co – is planning to reprogram
Westby (Vernon Co)
Whitewater (Walworth Co)
Waushara Co
Manitowoc Co
Marinette Co
Township Fire Dept (Eau Claire Co)
Newbold (Oneida Co)
Gratiot (Lafayette Co)
Green Lake Co
Town of Linn (Lake Geneva)
Washington Co
Wauwatosa - now on 800 MHz trunking
Fond du Lac Co

154.130 MARC 4 (formerly WISTAC 3)

La Crosse Co
Marquette Co
Brown Co
City of Milwaukee
Greenwood (Clark Co)
Rudolph (Wood Co) – is planning to reprogram
Bayfield Co
Town of Ross (Forest)
Manitowish Waters (Vilas Co)
Pierce Co

156.000 WEM CAR

North Shore Fire (Milwaukee Co.)

Attachment C

There are four levels of compliance with regard to P25 standards:

1. **NON-Compatible, Non-Upgradeable**, i.e., the hardware is not P25 operational and cannot be reasonably upgraded to be P25 compliant.
2. **Upgradeable**, the hardware as it exists will NOT operate in a P25 compliant system but has been designed so as by upgrading the hardware and/or software the unit can be made P25 compliant [consideration MUST be given to the cost of the upgrade process when considering this state]
3. **P25 Compliant**, the hardware meets all of the phase one P25 specifications and with no modifications other than user programming, the hardware & software will operate in any manufactures P25 compliant system.
4. **P25 Compatible**, The hardware meets all of the P25 specifications without further modifications BUT goes beyond the base requirements and may have options and features which make it unique as those options may only operate within a system supplied by a specific vendor.

This plan follows the SIEC policy and establishes Level 3 – P25 Compliant as the standard for Wisconsin public safety radio systems.